

November 8, 1999

**Request For Proposals  
Statewide Wetlands Investigation Project**

RFP Release Date: November 8, 1999  
Proposal Submission Date: January 7, 2000

This Request for Proposals consists of (7) pages and three (3) attachments.

## **1. Overview of Project**

A total of \$90,000 is available for this project, which includes a **non-federal match of \$30,000** for a total project cost of \$120,000. The estimated project period is from January 1, 2000 to May 30, 2001. Monies for this project come from a Clean Water Act Section 104 grant from the U.S. Environmental Protection Agency.

Nevada's wetlands are managed by the following federal statutes: Authority is derived from the Rivers and Harbor's Act, Clean Water Act, Food Security Act, the Food, Agriculture, Conservation and Trade Act and the Emergency Wetlands Resource Act. One of the most widely used federal statutes is Section 404 of the Clean Water Act. Under this program, the U.S. Army Corps of Engineers regulates discharge of fill material into wetlands. The States can require Clean Water Act Section 401 Water Quality Certification on a 404 permit based on the effects of water quality on the project. Other federal agencies involved are the U.S. Environmental Protection Agency, Bureau of Land Management, U.S. Forest Service, and the U.S. Fish and Wildlife Service.

Agencies in the State of Nevada with authority over wetlands include the following: Division of Environmental Protection, Division of Wildlife, Division of State Lands, Division of Water Resources and Division of State Parks.

The Department of Transportation has created artificial wetlands near Washoe Lake which mitigates impacts on construction activity on highways in the state.

The Division of Wildlife was awarded an EPA wetlands grant and they prepared management plans on State managed wildlife refuges with significant wetlands.

The City of Reno and Sparks have adopted a wetland protection plan which will be used to protect wetlands and riparian areas. The plan offers building incentives for developers to work around and not in the wetlands.

Wetlands and riparian zones in the lower valleys of the state are generally supported by the major rivers that receive their water from snow melt from higher elevations. Many of these rivers end at wetlands or terminal sinks. Evaporation has a significant effect to many of these wetlands by concentrating salts and other pollutants. The Stillwater Wildlife Refuge, Carson Lake and Humboldt Wildlife Management Area are large wetlands that have experienced water quality problems as a result of evaporation and other factors.

A few wetlands in Nevada are also supported by treated sewage effluent. Carson Valley, Las Vegas Wash, and Mason Valley Wildlife Management area all receive effluent.

Nevada, the most arid state in the country, is a wetland poor state. The surviving wetlands require a program to protect the existing wetlands and encourage the development of new wetlands and enhancement of existing wetlands where possible.

The main goals of investigating a wetland protection program are:

1. Achieve no overall net loss of the state's remaining wetlands base. To accomplish this goal a detailed inventory of the remaining wetlands is imperative.
2. Increase the quantity and quality of the State's wetlands resource base.

These goals do not imply that individual wetlands will in every instance be untouchable or that the no-net-loss standard should be applied on an individual permit basis - only that the state's overall wetlands base reach equilibrium between losses and gains in the short run and increase in the long term.

A statewide wetlands investigation would consist of two phases. The first phase of an investigation must include an inventory of the State's wetlands. The second phase is to develop an inventorying system based on wetland types within the State that could be used to justify and design a protection and management program. By providing definite information, the confusion on how to measure the different benefits wetlands are providing and how to manage wetlands to support these functions would be reduced. More informed decisions on how to restore and create wetlands to provide the desired benefits on a sustainable basis could be made. Developing these inventories and inventorying systems will require substantial research.

The State will need to make information more readily available to those involved in wetlands protection and management along with the general public. These information dissemination needs range from accurate maps depicting where wetlands exist, to information sources containing the results of the determination of the functions of wetlands and on restoration and creation efforts.

The creation of statewide wetland inventory maps would ensure that government and public agencies and individuals do not make inappropriate use of other maps prepared for the purpose of inventorying the state's wetlands resources.

By taking a phased approach we hope to inventory the State's wetlands by researching and mapping them based on such topics as evaluating wetlands size and functions, categorizing by function, and developing statewide assessment methodologies in order to provide information and analytical techniques which could be useful in preparing a comprehensive state plan.

These goals and aims of this grant proposal are in accordance with recommendations forwarded by The National Wetlands Policy Forum as presented in the "Final Report of the National Wetlands Policy Forum" (1988).

It is vital to the future development of a new state wetland protection program to have sufficient and accurate baseline/background data available to make good professional decisions in the development of a statewide comprehensive wetland protection program.

## **2. Scope of Project**

- 2.1 Produce a Statewide Wetlands Inventory by developing criteria and methodology for the inventorying of wetlands and riparian zones one acre and greater in size (minimum size can vary based on information collected during preliminary investigations).
- 2.11 To research and investigate existing state/federal wetland protection programs and indicate the successes and failures of those programs.
- 2.2 Deliverables
- Develop a Statewide Wetland Inventory using the latest technologies including but not limited to such things as satellite imaging, aerial photography including infra-red photography, review of USFWS wetland inventory maps, USGS topographic maps, personal interviews, consulting with appropriate agencies such as USFWS, NRCS, NDOW, etc.
  - This inventory would verify existing mapped wetlands and locate previously non-inventoried wetlands. These would include wetlands of one acre and greater (or as stated in section 2.1 above). Protocols for identifying wetlands must be approved by the Nevada Division of Environmental Protection (NDEP) before identification begins. A report discussing inventory methodology and a GIS mapping system indicating the location and size of identified wetlands, would be prepared. The GIS data base and other data necessary to create maps, ect. must be comprehensive and compatible with NDEP's GIS system.
  - Contact appropriate State and Federal agencies for existing wetland program information. Prepare a summary report of these programs and make recommendations of how these or portions of these programs could be applied to a Nevada Statewide Program. The report should include a discussion of the surveyed State's program successes and failures and how these could apply to Nevada.
  - The successful contractor must submit quarterly progress reports that briefly describe the work completed on the project during the quarter.

## **3. Submittal Instructions**

- 3.1 Formal Question Procedure  
The Bureau of Water Quality Planning will accept questions and/or comments in writing, received either by mail, e-mail or facsimile, regarding this RFP as follows. Questions must

be addressed to:

Nevada Division of Environmental Protection  
Bureau of Water Quality Planning  
Attn: Glen Gentry  
333 West Nye Lane, Suite 138  
Carson City, Nevada 89706-0851

or e-mailed to [gentry@ndep.carson-city.nv.us](mailto:gentry@ndep.carson-city.nv.us) or faxed to (775) 687-6396.

The deadline for submitting questions is December 03, 1999 at 5:00 p.m., Pacific Time. All questions and/or comments will be addressed in writing and mailed, e-mailed or faxed to all prospective proposers by December 10, 1999. Please provide organization name, address, phone, e-mail, fax numbers and contact person when submitting questions.

### 3.2 RFP Time line

Task	Date and Time
Deadline for submitting questions	12/03/99 @ 5:00 p.m.
Answers to all questions submitted available	12/10/99 @ 5:00 p.m.
Deadline for submission of proposals	01/07/00 @ 5:00 p.m.
Evaluation Period	01/14/00 @ 5:00 p.m.
Successful Proposal Selection	01/21/00 @ 5:00 p.m.

***NOTE: These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time, with appropriate notice to prospective contractors.***

- 3.3 Organizations shall submit one (1) original proposal marked “Master” and two (2) identical copies to the address below.

Glen Gentry  
Nevada Division of Environmental Protection  
Bureau of Water Quality Planning  
333 West Nye Lane, Suite 138  
Carson City, Nevada 89706-0851

Proposals shall be clearly labeled with “Statewide Wetlands Investigation Project Proposal”. The first page of the proposal must be a completed “Proposal Cover Page” (see Attachment A).

- 3.4 Proposals must be received by 5:00 p.m. local time, January 07, 2000. Proposals that do not arrive by this time and date **will not be accepted**. Organizations may submit their proposal any time prior to the above stated deadline.

- 3.5 If discrepancies are found between two or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one copy of the proposal is not clearly marked "Master Copy", the State may, at its sole discretion, select one copy to be used as the master copy.
- 3.6 Respondents to this RFP must provide an abstract that includes the organization's name, project title and project summary. The abstract should be no longer than a page.

#### **4. Evaluation and Award**

- 4.1 Proposals will be evaluated and ranked by an evaluation committee which will develop a ranked list of proposals, with the highest scoring proposal at the top. At any point during the evaluation process, NDEP reserves the right to reject any proposal at its sole discretion.
- 4.2 Upon final ranking of proposals a Notification of Intent to Award shall be sent to the highest ranking proposal to receive funding. Any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure unless and until an agreement is reached. If contract negotiations cannot be concluded successfully with the top ranked proposals, the State may negotiate a contract with the next highest scoring respondent.
- 4.3 Any protests will be handled as described in section 10.28 of the RFP Template for Agency-Direct Procurement in the State of Nevada Office of the Attorney General's *Model Contract Form Book* (2<sup>nd</sup> Edition 1998).

#### **5. Costs**

- 5.1 A budget for the project must be submitted. Costs for project activities must be reasonable. Project budgets must total no more than \$120,000 of which \$30,000 must be non-federal match provided by the organization which receives this award (\$90,000 award and \$30,000 match for a project total not to exceed \$120,000).
- 5.2 See Attachment B for an example budget. The project may or may not contain all of the expenditure categories listed in the example. List only those categories relevant to the proposed project's budget. There must be two sections to the budget, a Budget Summary and a Budget Detail. The total costs of the project, broken down into categories, must be listed under the Budget Summary. A breakdown of the budget, detailed for each category must be listed under the Budget Detail. Provide as much detail as possible.
- 5.3 Salaries  
Total salary expenses must be included in the Budget Summary. In the Budget Detail under Salaries, list the position title and base salary rate for individuals who will work on the

project. Base salary rates (excluding fringe benefits and/or indirect costs) shall not exceed a federal GS-18 rate (\$56.73 per hour).

5.4 Fringe Benefits

Total fringe benefits must be included in the Budget Summary. In the Budget Detail under Fringe Benefits, list the percentage of the base salary rate used to calculate the fringe benefits. Fringe benefits are things such as health insurance, retirement and medical benefits. If different fringe benefit rates apply to different personnel, the rates must be listed separately for each individual.

5.5 Administrative Costs

Total administrative costs must be included in the Budget Summary. Administrative costs are the costs of running the organization so that the project can be completed and may include telephones, rent, utilities for support staff, and postage. These costs must be itemized in the Budget Detail. Indirect cost (IDC) charges are available only to entities that have a negotiated IDC rate with their cognizant agency.

5.6 Travel

Total Travel costs must be included in the Budget Summary. Travel costs include transportation, per diem, and lodging and must be billed at State authorized rates as follows.

Vehicle mileage: 31 cents per mile

In-State Per Diem: \$26.00 (\$5.50 breakfast, \$6.50 lunch, \$14.00 dinner)

In-State Lodging: \$43.00 per night Sun.-Thurs.; \$60.00 per night Fri.-Sat.

6.7 Operating

Total Operating costs must be included in the Budget Summary. All operating costs must be itemized in the Budget Detail and may include costs for copying, printing, and supplies. Supplies and materials (consumables) must be itemized under a subcategory of Operating and may include things such as film, envelopes, signs and maps.

6.8 Equipment

Total equipment costs must be included in the Budget Summary. Specific equipment costs must be itemized in the Budget Detail. With appropriate justification, this cost category is for the purchase of tangible equipment (e.g. GPS units, and computer equipment). Equipment items must have an anticipated useful life extending beyond one year; must not be attached permanently as a non-movable fixture; and must cost \$100 or more.

6.9 Subcontracts

Total subcontract costs must be included in the Budget Summary. Subcontracts also must be itemized in the Budget Detail. Any subcontract must conform to the terms and conditions of the original contract with the NDEP. A separate contract budget must be submitted in the example format for each subcontract when the subcontract is executed.

## **Attachment A**

Proposal Cover Page



# Statewide Wetlands Investigation Project

## Proposal Cover Page

Date: \_\_\_\_\_

Agency or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Cost: \_\_\_\_\_

## **Attachment B**

### Example Budget

## Example Contract Budget

### **Budget Summary**

<b>Category</b>	<b>Cost</b>
Salaries	\$4,500.00
Fringe Benefits	1,125.00
Administrative Costs *	281.25
Travel	100.00
Operating	1,500.00
Equipment	400.00
Subcontract <b>**<i>(Typically with a consulting firm)</i></b>	12,000.00
<b>Total</b>	<b>\$19,906.25</b>

\* *Indirect cost accepted only for agencies with negotiated rate.*

\*\* *The contractor will ensure that the maximum salary rate (exclusive of fringe benefits and indirect costs) for any subcontractor does not exceed \$56.73 per hour.*

### **Budget Detail**

#### **Salaries** **Hourly Rate**

Manager	25.00
Foreman	15.00
Administrative Assistant	12.00

#### **Fringe Benefits**

25% of Salaries *NOTE: May not exceed 35% of Hourly Rate*

#### **Administrative Costs (or IDC)**

5% of Salaries plus Fringe

(Postage, Telephones and rent)

*NOTE: May not exceed 23% of Salaries plus Fringe Benefits. Indirect cost accepted only for agencies with negotiated rate.*

#### **Travel** **Rate**

Per-Diem	\$69.00/day (State approved rate)
Vehicle Mileage	\$0.31/mile (State approved rate)
Airfare	Actual cost

*NOTE: May not exceed the above State approved rates.*

#### **Operating** **Rate**

Copying (In-house)	\$0.05/copy
Printing (Outside)	Actual cost
Supplies/Materials	Actual cost
Wellhead Protection Area Signs	\$500.00

#### **Equipment** **Cost**

Physical Ground Water Model	\$400.00
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*NOTE: All equipment purchases must be approved by NDEP in writing in advance unless specifically listed in contract budget.*

#### **Subcontract** **Cost**

Subcontract for the delineation of Wellhead Protection Areas	\$12,000.00
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*NOTE: Any subcontract must conform to the terms and conditions of the original contract with the Division. A contract budget in this format must be submitted for each subcontract.*

## **Attachment C**

### Contract Examples:

Interlocal Contract - For use with Public Agencies

Interlocal Contract - For use with Educational Institutions

Independent Contractor - For use with local non-governmental organizations